



## Grand Point Early Learning Center

# DIRECTOR

*Status:* Full time  
*Reports To:* GPELC Board

## Qualifications & Requirements

- **Education (must have one of the following)**
  - Bachelor's degree from accredited college or university in early childhood education, child development, special education, elementary education, or human services AND 1 year of childcare experience.
  - Bachelor's degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education, or human services AND 2 years of childcare experience.
  - Associate's degree from an accredited college or university in early childhood education, child development, special education, elementary education, or human services AND 3 years of childcare experience.
  - Associate's degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education, or human services AND 4 years of childcare experience
- Must work and be present at the center a minimum of 35 - 40 hours a week.
- If enrollment under 45 children, may also function as group supervisor.
- Must be able to lift 25 pounds frequently.

## Duties and Responsibilities

The Director is responsible for the successful operation of and the care of the children within Grand Point Early Learning Center. As part of this leadership role the responsibilities of the Director include but are not limited to:

- Ensure a safe, happy, and stimulating environment which complies with all laws and regulations for childcare centers. Continuously monitor facility to assure it meets all safety standards and is well-stocked.
- Management and supervision of staff & volunteers to include advertising, interviewing, and onboarding staff; continued professional development and training; meeting all required policies and legal requirements of employment; managing and coordinating curriculum with staff; and payroll submission.



## *Grand Point Early Learning Center*

- Manage and oversee budget, finances including vendors and payroll (AP) and family income (AR) ensuring that center remains profitable.
  - Oversee, evaluate, and purchase materials, equipment, and supplies.
- Ensure the meals provided by the center are healthy, fresh, and safe for all children. Manage food prep staff to assure meals are well planned and prepared. Monitor and prepare for any food allergies of children in care.
- Point of contact for parents and families – Handle inquiries and enrollment for families/children in the center. Conduct interviews/orientation meetings with new families, communicate consistently with families regarding their children and center policies, meet with parents and teachers to keep parents up to date on their child’s development and progress, including discussing ways to address any learning or behavioral issues, and develop a communication plan between staff and parents to form an alliance for the positive development and safety of the children.
- Develop and manage a marketing and communication plan to promote awareness of the facility and its services.
- Supervise and or assist in daily operations, activities, arts, crafts, music, meals, snacks, play time, and nap time
- Make certain that policies for suspicion of abuse, injuries, illnesses, and parent complaints are handled appropriately and documented completely.